

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
AUGUST 22, 2001**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, August 22, 2001 at 2:30 p.m. Eastern Daylight Time (EDT) by teleconference. The meeting was led by its chair, Mr. Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue progress on previously distributed agenda items.*

INTRODUCTION

Mr. Johnson began the meeting by welcoming those in attendance to the teleconference. Attendance was recorded as each committee member introduced themselves.

DEVELOPING A NELAP QUALITY MANAGEMENT PLAN

Mr. Johnson began the discussion of the required sections and attachments for a Quality Management Plan (QMP) document and mentioned that he had began the process of developing a NELAP QMP by using the Louisiana QMP document as an example. Mr. Johnson will distribute a modified, generic version of this document to the committee for their consideration and comments for the next scheduled teleconference.

Mr. Johnson had distributed twelve documents including several Standard Operating Procedures (SOPs) to the members of the committee prior to this teleconference and proceeded to ask for volunteers to edit and offer comments on each of those documents. The assignments were as follows.

- Mr. Johnson will edit and offer comments on the Final Report SOP and the 2-Year Renewal SOP for NELAP accrediting authorities (AAs) .
- Mr. Scott Hoatson will edit and offer comments on the AA Team Selection SOP and the AA Questionnaire.
- Mr. Ed Glick will edit and offer comments on the SOP for the Assessment of AAs and the Assessment Team SOP for On-site Audits.
- Mr. Paul Baker will edit and offer comments on the Renewal Form Letter and the Fourth Draft NELAP AA Application File Folder Checklist.
- Ms. Sharon Mertens will edit and offer comments on the SOP for Biweekly Reporting of Laboratory Status and the File Folder Instructions Checklist.
- Mr. Stephen Arms will edit and offer comments on the AA Checklist for Determining AA Compliance and the NELAP AA Application Distribution Letter.

The committee will follow up on the edits and comments from these documents during the next several teleconferences, depending on committee member attendance. The SOP documents will be finalized as soon as possible for inclusion in the QMP document as attachments and hopefully a working QMP may be available for general comments from those in attendance at the upcoming Seventh NELAC Interim Meeting (NELAC 7i) in December 2001.

With assignments dispersed among the available committee members and schedules laid out for the discussions of the documents, Mr. Johnson called for any new business for discussion. The committee briefly discussed the NELAP QMP documents' place among the NELAC Standard and the practicality of the QMP document being a stand alone work, changing with real-time needs, and remaining outside the NELAC Standard process.

FUTURE TELECONFERENCES

Mr. Johnson reminded those present at the meeting of the next Accrediting Authority Committee teleconference. The next meeting is scheduled for September 5, 2001 at 2:30 p.m. EDT.

ADJOURNMENT

Mr. Johnson summarized the progress from the meeting, reminding all members of their tasks and impending deadlines. No further discussion was initiated so Mr. Johnson adjourned the meeting at 3:00 p.m. EDT after thanking those in attendance.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
AUGUST 22, 2001**

Item No.	Action	Date to be Completed
1.	Editing assignments are to be discussed over the next several teleconferences until all NELAP QMP documentation and attachments are finalized to the satisfaction of the Committee.	Ongoing
2.	Louisiana QMP document comments are due to Mr. Johnson for discussion at next scheduled teleconference	08/31/01

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
AUGUST 22, 2001**

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